**JOB DESCRIPTION**

**ADULT & COMMUNITY BASED SERVICES**

**JOB TITLE:** SPORT & PHYSICAL ACTIVITY (PARTICIPATION OFFICER)

**DIVISION:** SPORT & PHYSICAL ACTIVITY PARTICIPATION TEAM

**GRADE:** BAND 8

**RESPONSIBLE TO:** SPORT & PHYSICAL ACTIVITY (PARTICIPATION CO-ORDINATOR)

**POST REFERENCE:**  104063

**Purpose of Post**

* To provide an effective and efficient sport and physical activity service to improve the health and wellbeing of the Hartlepool population.

**Key Relationships**

1. To work with all sections of the community, including individuals and groups, in promoting the provision, availability and benefits of active participation in sport and physical activity.
2. To work in partnership with all sections of Adult and Community Based Services, to co-ordinate programmes of activity/services which meet the needs of the people of Hartlepool.
3. To establish and maintain liaison with local, regional and national agencies to the benefit of services to the public.
4. To liaise with all Council Departments to provide high quality sustainable sport and physical activity services.

**Main Duties and Responsibilities**

1. To lead and or assist with projects and develop targeted programmes of activities, events, campaigns and initiatives to reduce inactivity and contribute to improving the health and wellbeing of Hartlepool residents.
2. To develop, promote and increase participation opportunities to the widest possible audience, with particular emphasis on tackling inequalities, inactivity, raising aspirations and ensuring the delivery of service objectives.
3. To work in partnership with colleagues, internal departments and external agencies to develop high quality sustainable services.
4. To work collaboratively with council facilities to promote services, develop new business and increase participation opportunities e.g. Leisure and Outdoor Activity, Community Hubs, Recreation Grounds and Parks and Countryside.
5. To produce promotional materials including posters, leaflets, newsletters and updating the relevant websites and publish engaging social media content.
6. To mentor, supervise and develop appropriate staff including interns, apprentices, coaches and volunteers and to foster good communications and good practice in carrying out the Council’s policies.
7. To work closely with clubs along with the wider voluntary and community sector where appropriate, and consider opportunities whereby they can support with the preventative agenda.
8. To gather and apply local insight to gain a better understanding of community needs to develop targeted projects.
9. To apply and promote funding opportunities that Hartlepool Borough Council, community groups and clubs can access, enabling their ongoing development.
10. To lead activity sessions, courses and/or training programmes as required.
11. Assist in the delivery of training provision as appropriate for the purpose of providing development and CPD opportunities to coaches and volunteers e.g. CSLA.
12. To assist in the forward planning for Sport and Physical Activity Participation Team and to assist in the development of plans or bids aimed at securing resources for the continual improvement upon the delivery of services.
13. To assist in the preparation of estimates for programmes of activity and to ensure financial control over these and any other relevant budgets or externally funded projects within their remit.
14. To assist and lead in the monitoring and the evaluation of the Leisure, Recreation and Participation Service, producing regular reports and statistical information detailing progress as required

Any other duties of a related nature which might reasonably be required and allocated by the Sport and Physical Activity (Participation Coordinator) or management within the Leisure, Recreation and Participation Service

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: November 2020

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**